

**SHREWSBURY ELECTRIC
&
CABLE OPERATIONS
COMMISSION MEETING**

**October 18, 2004
7:00 PM**

MINUTES

PRESENT: C. JEFFERSON, Jr., Chairman
S. DAVIS
R. LUTZ
A. TRIPPI
P. LYONS-GALLO

ABSENT: NONE

OTHERS

PRESENT: T. JOSIE
R. IACCARINO
M. QUITADAMO

1. Approve Bill Schedules

The bill schedules were reviewed and approved as presented.

2. Minutes – Light Commission Meeting – September 13, 2004

A motion:

To approve the minutes of the September 13, 2004 Light Commission meeting was made by A. Trippi and seconded by R. Lutz.

After further discussion, the minutes were accepted with corrections to Internet speeds on Page 3.

3. Election of Officers

A motion:

To nominate Clifford T. Jefferson, Jr. to stay on as Chairman of the Electric Light Commission for 2004-2005 was made by S. Davis and seconded by R. Lutz.

After no further discussion, the motion was voted unanimously.

A motion:

To nominate Anthony Trippi as Clerk of the Electric Light Commission for 2004-2005 was made by C. Jefferson Jr. and seconded by S. Davis.

After no further discussion, the motion was voted unanimously.

4. Electric

a. September Cash Statements

T. Josie and M. Quitadamo presented and reviewed the electric cash statements for the month of September with the Light Commission.

After a brief discussion, the electric cash statements for the month of September were accepted as presented.

b. August Financial Statements

T. Josie and M. Quitadamo presented the electric financial statements for the month of August.

Following further discussion, the electric financial statements for the month of August were accepted as presented.

5. CATV

a. September Cash Statements

T. Josie and M. Quitadamo presented the CATV cash statements for the month of September.

After a brief discussion, the CATV cash statements for the month of September were accepted as presented.

b. August Financial Statements

T. Josie and M. Quitadamo presented the CATV financial statements for the month of August.

The Commission requested a breakdown of the Internet revenue and expense be included in future financial statements.

After a brief discussion, the CATV financial statements for the month of August were accepted as presented.

6. Remove Premium Channels from Analog

T. Josie reported that SELCO has two programming services that are currently on the Digital lineup and in order to meet the minimum penetration levels called for in the contracts, the programs must be moved to Expanded Basic. To make the required capacity available to move the channels, it is necessary to terminate or relocate existing programming from Analog to Digital.

After investigating a number of alternatives, including an economic analysis, the recommendation is to move premium services only, i.e. HBO, Showtime, etc., from Analog to Digital.

The Commission reviewed and accepted the proposed action plan as presented.

7. Town-wide Telephone System Study

T. Josie stated that the voice mail component of the town's telephone system is no longer supported by the manufacturer and replacement parts and software upgrades are not available. A new voice mail system of similar technology costs between \$25,000 and \$30,000.

It is his recommendation that a consultant be hired to review the options regarding repair/replacement of the telephone system and/or parts. He also recommended that SELCO provide the leadership and upfront cost of approximately \$8,000 to \$10,000 for the analysis, engineering and recommendations. Should the project go forward to replace the telephone system, the cost of the consultant would be included with the capital cost.

After further discussion, the Commission accepted the recommendations as presented.

8. Power Supply

Due to recent changes in the energy market with higher oil and gas prices, T. Josie initiated a review and analysis of SELCO's "short" position moving into the 2004-2005 winter period.

Based upon last year's peak period where power costs were very high (January 2004), MMWEC did an analysis and determined that SELCO is exposed for about 5% of its kilowatt-hours for the amounts of November 2004 through March 2005.

T. Josie informed the Commission that a meeting to discuss short-term power options with K. Barna has been scheduled for next week. He will also direct MMWEC to do a power supply study for Shrewsbury.

T. Josie will keep the Commission informed.

9. Planning Meeting

T. Josie asked if it was time for the Commission et al to have another strategic planning session and who would be included/invited. The last strategic planning meeting was May 2000.

After a brief discussion, the Commission directed the General Manager to put together the details for the next strategic planning meeting, likely in early 2005.

10. Seasonal Decorations – New Poles Town Center

T. Josie reported that the Assistant Town Manager suggested and he concurred to turn over the decorating of the new light poles located in the Town Center and Town Common to Shrewsbury's Garden Club. He also added that a budget should be established.

After a brief discussion, the Commission directed the General Manager to set aside some money, approximately \$100 per pole, and to move forward with the project as suggested.

11. Operating Brief

- The Light Commission reviewed the Operating Brief.

The next Light Commission meeting is scheduled for Monday, November 15, 2004 at 7:00pm.

A motion:

To adjourn the Light Commission meeting was made by C. Jefferson Jr. and seconded by A. Trippi.

After no further discussion, the motion was voted unanimously.

Respectfully submitted,

Anthony M. Trippi, Clerk
Shrewsbury's Light Commission